

Notice Regarding Poster Printing Deadlines and Parameters

Requests to print posters need to be received at least a week prior to the pick-up date.

RUSH JOBS: Please contact us ahead of time if you need to submit a poster with less than a week's turnaround time.

Due to staff schedules and the number of rush job requests and technical difficulties often encountered with both, the posters and the plotter, we are **NOT** able to accommodate same day or next day requests. We need **at least** one full day to process the printing requests.

For example if you need to pick up the poster on a Wednesday morning, we would need the poster by COB Monday.

If the poster comes in as a rush job, there is a chance we will not be able to print it in time.

Poster Parameter Reminders:

- Posters cannot be larger than 42" on one side.
- Posters in PowerPoint Format
 - Set the slide size to the size of the poster
 - Please use PCs not Macs (we have printing issues with files from Macs)
- Posters in PDF Format
 - Make sure the PDF saves to the desired poster size
- Send account number with poster. We cannot print unless we have the account number.

Rush Job notification or questions please contact

Mrs. Bishop in the GeoTech Lab at tjbishop@umes.edu or x6383